

## MANDATORY/REQUIRED TRAINING NEEDS AND RECORD FORM

**INSTRUCTIONS:** This document is a business tool used to identify and collect required/mandatory training information. It will be used to identify and record training that is required in order for an employee to perform the duties of their current work activities or to fulfill training required by Agency and Center policy, law, or regulation. It will include both on-the-job (OJT) as well as formal training activities. Developmental training is not to be documented on this form.

Supervisors must complete this form for each work activity performed within their organization. See LMS-CP-4309 for the detailed procedure.

**Employees who have not completed training requirements documented below cannot work independently on the work activities for which the training is required. This form may also be used by supervisors to document OJT. The official repository for all other training records is the Office of Human Resources.**

|   |                        |                      |                 |                                     |   |
|---|------------------------|----------------------|-----------------|-------------------------------------|---|
| <b>ORGANIZATION</b>                                 |                        |                      |                 |                                     |   |
| OFFICE OF LOGISTICS MANAGEMENT                      |                        |                      |                 |                                     |   |
| <b>EMPLOYEE NAME</b>                                |                        |                      |                 |                                     |   |
| <b>TRAINING REQUIRED</b>                            | <b>TRAINING METHOD</b> | <b>WHEN REQUIRED</b> | <b>DURATION</b> | <b>RENEWAL DATE (IF APPLICABLE)</b> | <b>SUPERVISOR SIGN/DATE UPON COMPLETION</b> |
| <b>ALL EMPLOYEES</b>                                |                        |                      |                 |                                     |   |
| Government Ethics: Financial Disclosure filers only | Class/web-based        | Within first year    | 1-2 hours       | Annually                            |   |
| IT Security Training                                | Live/web-based         | Within First Year    | Indeterminate   | Annually/As Required                |   |
| LMS Policy Manual                                   | OJT                    | Immediate            | 30 minutes      | N/A                                 |   |
| OLM Organization Unit Plan                          | OJT                    | Immediate            | 30 minutes      | N/A                                 |   |
| Applicable LMS Center Procedures                    | OJT                    | Immediate            | 1 hour          | N/A                                 |   |
| Applicable LMS Organizational Procedures            | OJT                    | Immediate            | 1 hour          | N/A                                 |   |
| WebTADS   | OJT                    | Immediate            | 3 hours         | N/A                                 |   |
| Safety Standdown Training                           | OJT                    | Immediate            | 4 hours         | Annually                            |   |
| NASA Strategic Plan                                 | OJT                    | Immediate            | 2 hours         | N/A                                 |   |
| LaRC Strategic Plan                                 | OJT                    | Immediate            | 2 hours         | N/A                                 |   |
| LaRC Implementation Plan                            | OJT                    | Immediate            | 2 hours         | N/A                                 |   |
| Meeting Maker Calendar Software                     | OJT                    | Immediate            | 30 minutes      | N/A                                 |   |
| Eudora Pro Software                                 | OJT                    | Immediate            | 30 minutes      | N/A                                 |   |

|   |               |                                   |  |     |  |
|---|---------------|-----------------------------------|--|-----|--|
| Microsoft Office Suite  | Classroom/OJT | Earliest available class          | 8-24 hours                                   | N/A |  |
| Telephone System  | OJT           | Immediate                         | 30 minutes                                   | N/A |  |
| Netscape Access   | OJT           | Immediate                         | 30 minutes                                   | N/A |  |
| Records Management; NPG 1441.1C   | OJT           | Immediate                         | 1 hour                                       | N/A |  |
| Center Emergency Plan   | OJT           | Immediate                         | 30 minutes                                   | N/A |  |
| Employee Assistance Program   | OJT           | Immediate                         | 30 minutes                                   | N/A |  |
| <b>SECRETARY/CLERICAL POSITIONS</b>   |               |                                   |  |     |  |
| Office Correspondence Procedures  | Classroom/OJT | Earliest available class          | Indeterminate                                | N/A |  |
| EPRS  | Classroom     | Earliest available class          | Indeterminate                                | N/A |  |
| Travel Manager  | Classroom     | Earliest available class          | 8 hours                                      | N/A |  |
| Copy Machine Operation  | OJT           | Immediate                         | 1 hour                                       | N/A |  |
| Correspondence Log/Key Activity Overview                                    | OJT           | Immediate                         | 30 minutes                                   | N/A |  |
| NASA Property Custodian Training  | Classroom     | Earliest available class          | 2 hours                                      | N/A |  |
| <b>OU TRAINING COORDINATOR</b>  |               |                                   |  |     |  |
| Training Needs Assessment, On-site & Off-site Training Process; LMS-CP-4316 | OJT           | Immediate                         | 1 hour                                       | N/A |  |
| Required/Mandatory Training Process; LMS-CP-4309                            | OJT           | Immediate                         | 1 hour                                       | N/A |  |
| <b>IT SECURITY REPRESENTATIVE</b>   |               |                                   |  |     |  |
| Conducting a Risk Assessment & Preparing the IT Security Plan               | Classroom/OJT | Earliest available class          | Indeterminate                                | N/A |  |
| <b>INFORMATION PROTECTION ADVISOR</b>                                       |               |                                   |  |     |  |
| Information Protection Advisor Training                                     | Classroom     | Earliest available class          | 2 hours                                      | N/A |  |
| <b>OU DESIGNATE FOR LMS FEEDBACK IN CAP TRACS</b>                           |               |                                   |  |     |  |
| Use of CAP Tracs  | OJT           | Immediate                         | 30 minutes                                   | N/A |  |
| <b>SUPERVISORS/MANAGERS</b>   |               |                                   |  |     |  |
| Management & Supervisor Training (MAST)                                     | Classroom     | Earliest available class schedule | 40 hours 1st year, 40 more hours 1st 2 years | N/A |  |

|  |               |                                   |               |          |  |
|--|---------------|-----------------------------------|---------------|----------|--|
| Human Resources Management Overview                                      | Classroom     | Earliest available class          | Indeterminate | N/A      |  |
| Resources & Financial Management Overview                                | Classroom     | Earliest available class          | Indeterminate | N/A      |  |
| Acquisition Overview for Supervisors                                     | Classroom     | Earliest available class          | Indeterminate | N/A      |  |
| IT Security Training (Mgr Version)                                       | SOLAR website | Immediate                         | 1 hour        | Annually |  |
| Conflict Resolution for Managers   | Classroom     | Earliest available class          | Indeterminate | N/A      |  |
| EPRS   | OJT           | Immediate                         | 1 hour        | N/A      |  |
| Credit Card Approval   | Classroom     | Earliest available class          | Indeterminate | N/A      |  |
| Performance Planning & Appraisal   | Classroom     | Earliest available class schedule | Indeterminate | N/A      |  |
| Use of CAP Tracs   | OJT           | Immediate                         | 30 minutes    | N/A      |  |
| Requesting Access to IT Resources  | OJT           | Immediate                         | 30 minutes    | N/A      |  |
| Agency Human Resource & Personnel Policies Review; NPD & NPG 3000 Series | OJT           | Immediate                         | 2 hours       | N/A      |  |
| Identification & Recording of Required/Mandatory Training; LMS-CP-4309   | OJT           | Immediate                         | 1 hour        | N/A      |  |
| Preparation of Individual Development Plan; LMS-CP-4312                  | OJT           | Immediate                         | 30 minutes    | N/A      |  |
| Training Needs Assessment/Off-site/On-site Training; LMS-CP-4316         | OJT           | Immediate                         | 30 minutes    | N/A      |  |
| Role of Supervisor in Management; LAPG 3250.1                            | OJT           | Immediate                         | 30 minutes    | N/A      |  |
| Probationary Period for Supervisors; LAPD 3315.1                         | OJT           | Immediate                         | 30 minutes    | N/A      |  |
| <b>GROUP/TEAM LEADS</b>  |               |                                   |               |          |  |
| Team Leadership  | Classroom/OJT | Earliest available class          | Indeterminate | N/A      |  |
| Resources Management   | Classroom/OJT | Earliest available class          | Indeterminate | N/A      |  |

| SUPPORT SERVICES SPECIALIST (TRANSPORTATION MANAGEMENT)   |               |                          |               |               |  |
|---|---------------|--------------------------|---------------|---------------|--|
| Fleet Management  | Classroom/OJT | Earliest available class | Indeterminate | N/A           |  |
| Hazardous Materials                                       | Classroom/OJT | Earliest available class | Indeterminate | Every 2 years |  |
| Transportation Management                                 | OJT           | Immediate                | 6 months      | N/A           |  |
| Contractor Performance Monitoring;<br>LMS-CP-4523         | OJT           | Immediate                | 1 hour        | N/A           |  |
| Basics of Contracting                                     | Classroom/OJT | Earliest available class | Indeterminate | As Revised    |  |
| Performance Based Contracting                             | Classroom     | Earliest available class | Indeterminate | As Revised    |  |
| COTR Training   | Classroom     | Earliest available class | Indeterminate | As Revised    |  |
| SUPPLY SYSTEMS ANALYST (OFFICE FURNISHINGS/EQUIPMENT)     |               |                          |               |               |  |
| Furniture Management                                      | Classroom/OJT | Earliest available class | Indeterminate | N/A           |  |
| Copier Management   | OJT           | Immediate                | 6 months      | N/A           |  |
| Ergonomics  | Classroom     | Earliest available class | Indeterminate | Every 2 years |  |
| SUPPORT SERVICES SPECIALIST (CORRESPONDENCE/RECORDS/MAIL) |               |                          |               |               |  |
| Basic Records Management                                  | Classroom/OJT | Earliest available class | Indeterminate | N/A           |  |
| Managing Electronic Records                               | Classroom/OJT | Earliest available class | Indeterminate | N/A           |  |
| Mail Management   | Classroom/OJT | Earliest available class | Indeterminate | N/A           |  |
| Effective Mail Operations                                 | Classroom/OJT | Earliest available class | Indeterminate | N/A           |  |
| MANAGEMENT ANALYST (DIRECTIVES)                           |               |                          |               |               |  |
| Effective Directives Management                           | OJT           | Immediate                | 6 months      | N/A           |  |
| SUPPORT SERVICES SPECIALIST (LOGISTICS)                   |               |                          |               |               |  |
| Contractor Performance Monitoring;<br>LMS-CP-4523         | OJT           | Immediate                | 1 hour        | N/A           |  |
| Basics of Contracting                                     | Classroom/OJT | Earliest available class | Indeterminate | N/A           |  |
| Performance Based Contracting                             | Classroom     | Earliest available class | Indeterminate | N/A           |  |
| COTR Training   | Classroom     | Earliest available class | Indeterminate | As Revised    |  |

| PROPERTY DISPOSAL OFFICER                               |               |                          |               |          |  |
|---|---------------|--------------------------|---------------|----------|--|
| Property Utilization and Disposal                       | Classroom/OJT | Earliest available class | Indeterminate | N/A      |  |
| Property Sales  | Classroom/OJT | Earliest available class | Indeterminate | N/A      |  |
| INDUSTRIAL PROPERTY SPECIALIST                          |               |                          |               |          |  |
| Basics of Contracting                                   | Classroom/OJT | Earliest available class | Indeterminate | N/A      |  |
| Contract Property Disposal                              | Classroom     | Earliest available class | Indeterminate | N/A      |  |
| Grant Management  | OJT           | Immediate                | 6 months      | N/A      |  |
| SUPPLY SYSTEMS ANALYST (SUPPLY MANAGEMENT)              |               |                          |               |          |  |
| Federal Supply Management                               | Classroom/OJT | Earliest available class | Indeterminate | N/A      |  |
| Inventory Management                                    | OJT           | Immediate                | 6 months      | N/A      |  |
| Requisitioning by FEDSTRIP                              | OJT           | Immediate                | 1 month       | N/A      |  |
| SUPPLY SYSTEMS ANALYST (PROPERTY LOANS & EQUIPMENT MGT) |               |                          |               |          |  |
| Equipment Management                                    | OJT           | Immediate                | 6 months      | N/A      |  |
| Property Disposal                                       | OJT           | Immediate                | 6 months      | N/A      |  |
| OLM FACILITIES MANAGEMENT                               |               |                          |               |          |  |
| Langley Safety Manual Review                            | OJT           | Immediate                | Indeterminate | N/A      |  |
| Langley Safety Assignments Review; LAPD 1700.2          | OJT           | Immediate                | 1 hour        | N/A      |  |
| Annual Safety Training                                  | Classroom     | Earliest available class | 2 hours       | Annually |  |
| Safety Clearance Procedures                             | Classroom     | Earliest available class | 1 hour        | N/A      |  |
| Accessibility Awareness                                 | SOLAR Website | Immediate                | 1 hour        | N/A      |  |
| Environmental Coordinator Training                      | Classroom     | Earliest available class | 2 hours       | Annually |  |
| Waste Management  | Classroom     | Earliest available class | 1 hour        | N/A      |  |
| NASA Property Custodian Training                        | Classroom     | Earliest available class | 2 hours       | N/A      |  |